



## Persysent Suite 6.0

# BACKUPS AND REPOSITORY MAINTENANCE

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## Overview

Persysent Suite is comprised of various server-based components. The purpose of this document is to define what site-specific data that should be backed up and the procedures for properly backing up Persysent Suite servers. This document also covers the procedures used to clean up unused files in the shared repository.

- Backing up the Persysent SQL Database
- Backing up Shared Repository



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## Backing Up the Persistent SQL Database

### Requirements

- Microsoft SQL Server 2012 or later with Management Studio

### Additional Information

- Persistent Suite utilizes two SQL databases called Persistent.DB and Persistent.Repository.Data. These database should be backed up in accordance with your existing SQL backup software procedures. If Persistent Suite is the only SQL Database in your environment, then Persistent recommends to back up the databases using the internal SQL backup function.
- Backups can be configured with SQL built in backup functions or using a third party SQL backup agent (i.e. Symantec Backup Exec SQL backup agent). This document outlines the basic backup functions provided within the SQL application. Consult your backup vendor's documentation for SQL agent backup procedures.

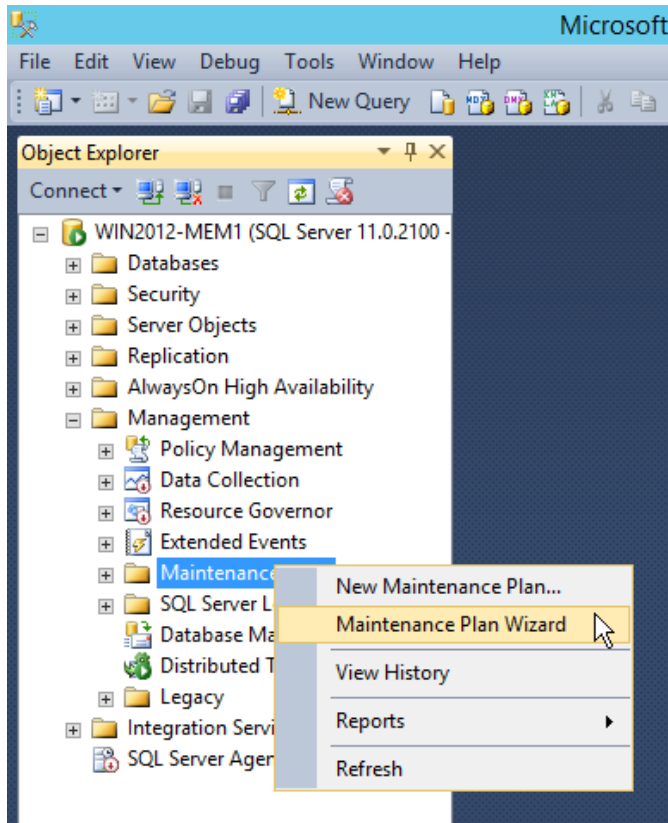
### Procedure Overview

The example in this document will concentrate on using the SQL 2012 Management Studio when backing up the database. The procedure to configure Microsoft SQL Server 2012 backups is as follows:

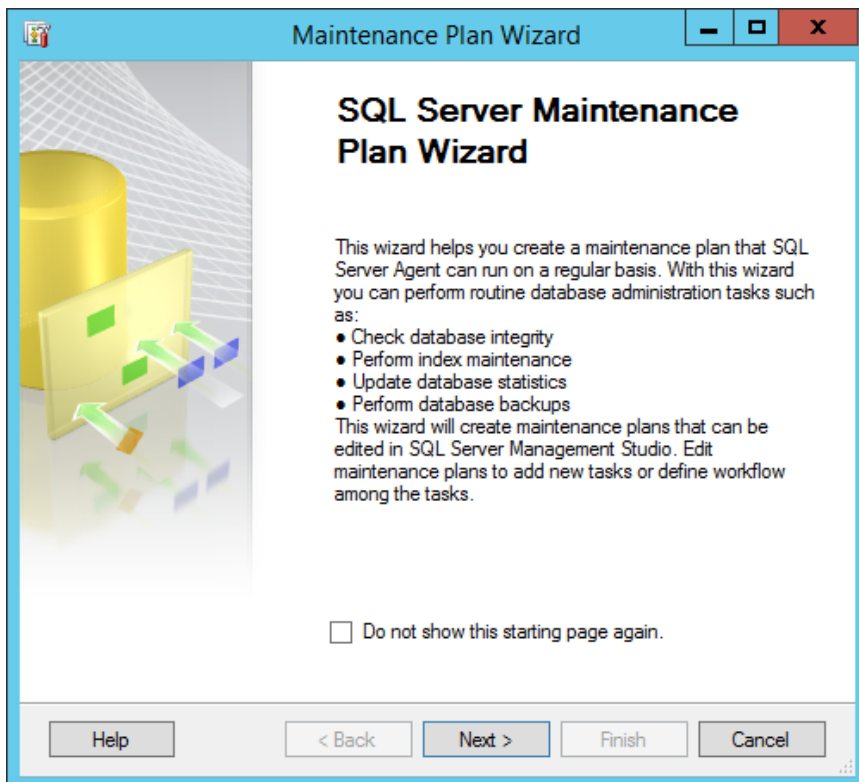
- Use the Maintenance Wizard to define and schedule the backup job.
- You may utilize a third party SQL backup agent like Symantec Backup Exec, please contact your backup administrator for further assistance.

## To Backup Microsoft SQL 2012 Database

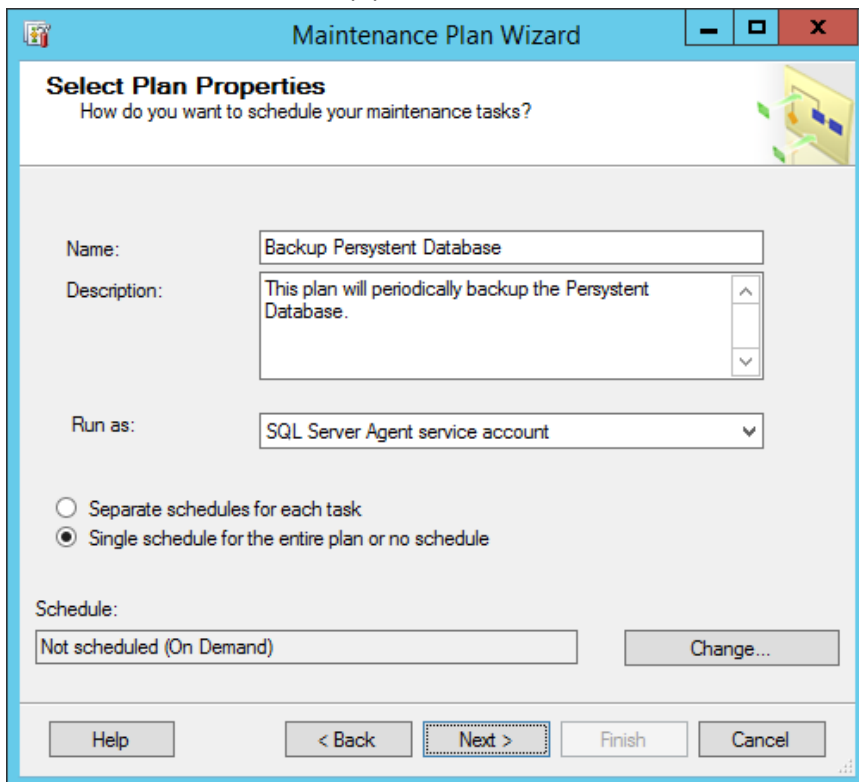
1. SQL 2012 provides the administrator with a maintenance plan wizard which steps through the process of creating a backup job and schedule. Run the Maintenance Wizard by right-clicking on **Maintenance | Management Plans** in SQL 2012 Management Studio.



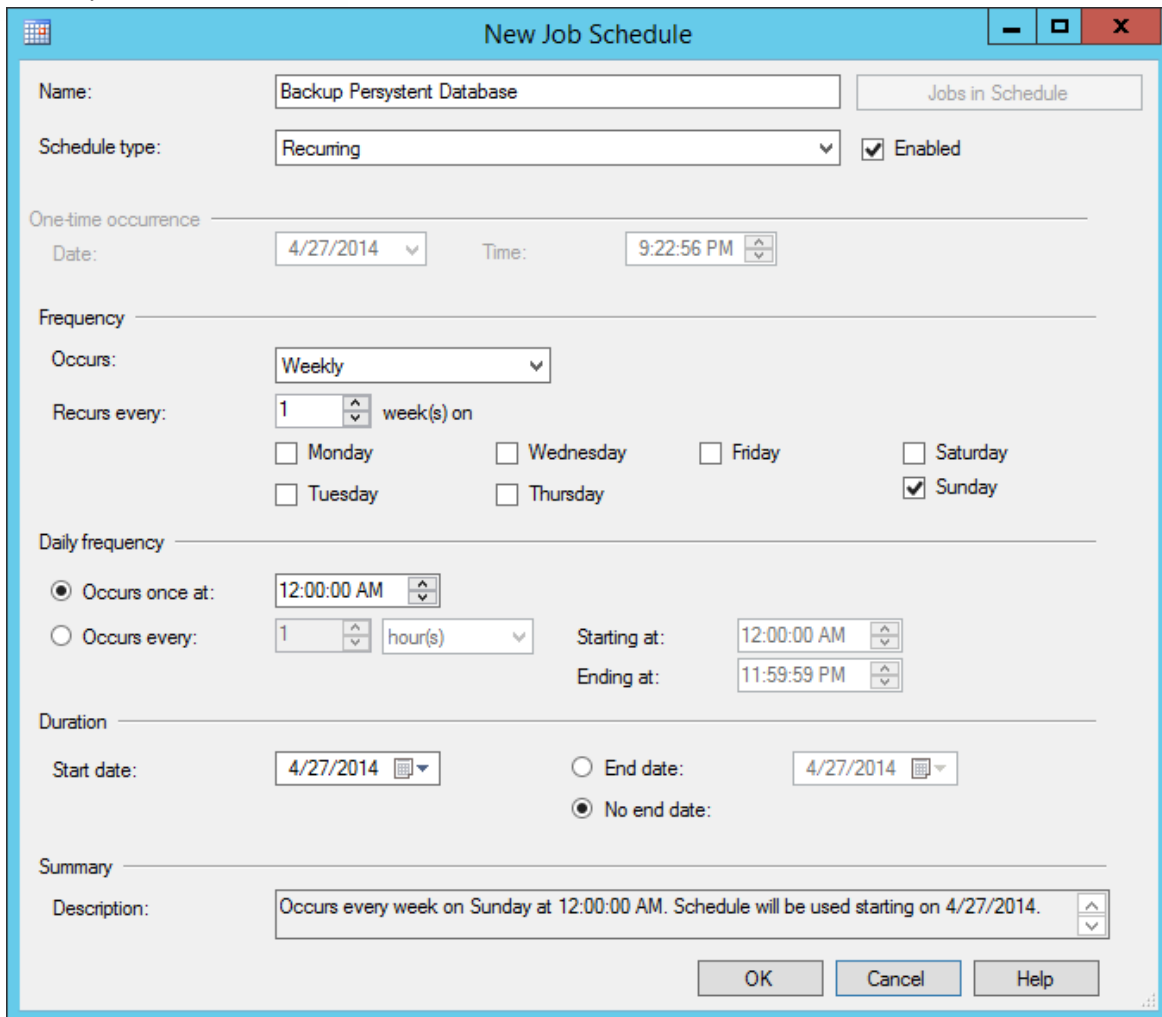
2. Click the **Next** button to start the Wizard.



3. Create a **Name** for the backup plan.



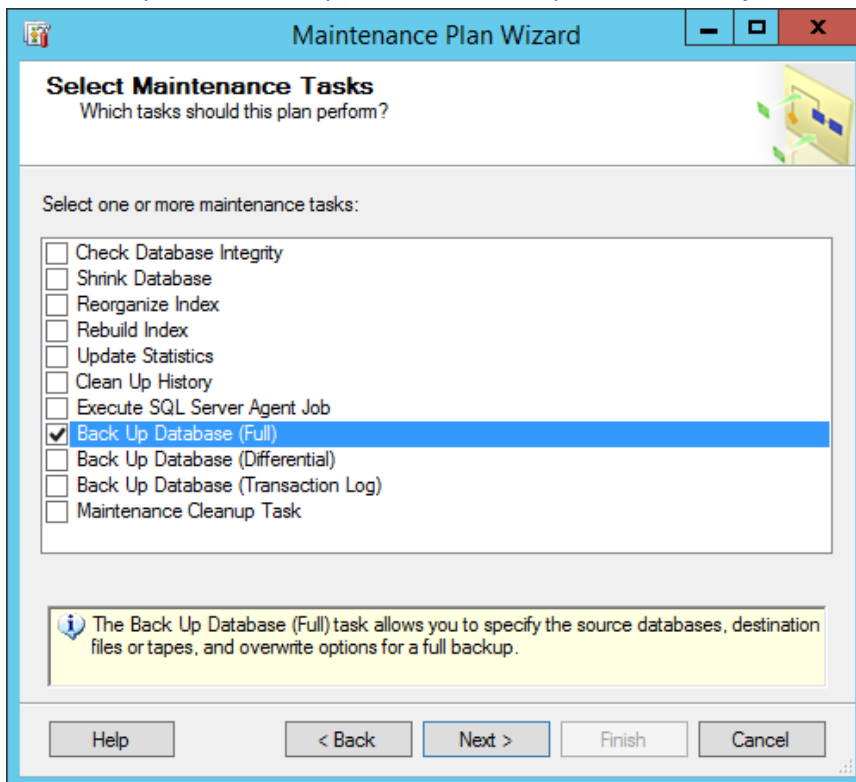
4. Then click on the **Change** button to edit the schedule for the plan. Schedule the backup for the desired time and days of the week. Click **OK**, then click **Next**.



The screenshot shows the 'New Job Schedule' dialog box with the following configuration:

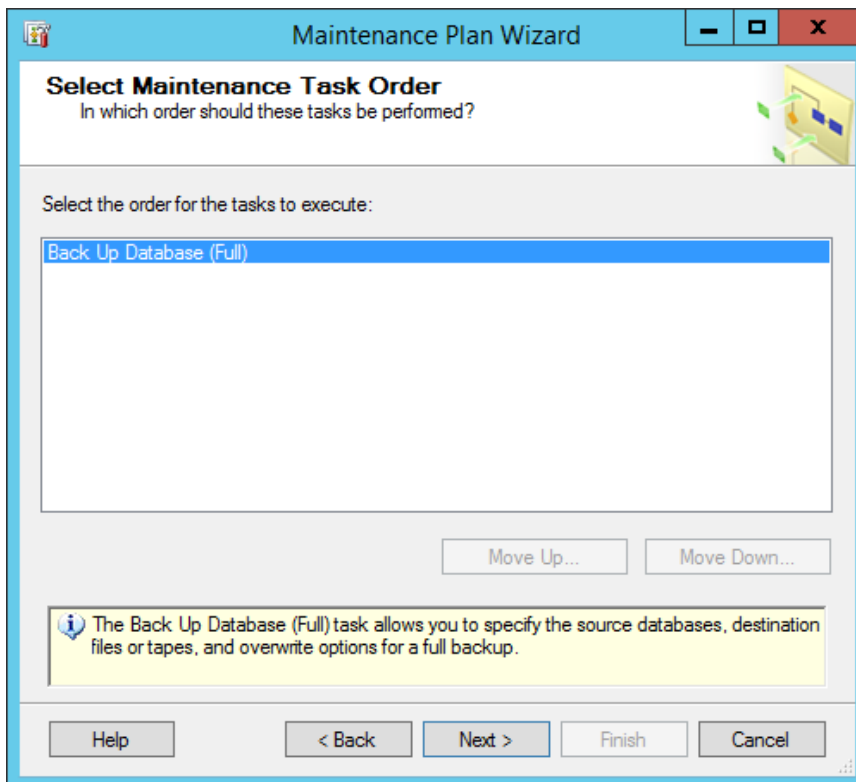
- Name:** Backup Persistent Database
- Jobs in Schedule:** (button)
- Schedule type:** Recuring
- Enabled:**
- One-time occurrence:**
  - Date:** 4/27/2014
  - Time:** 9:22:56 PM
- Frequency:**
  - Occurs:** Weekly
  - Rekurs every:** 1 week(s) on
  - Days:**  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday
- Daily frequency:**
  - Occurs once at:**  12:00:00 AM
  - Occurs every:**  1 hour(s)
  - Starting at:** 12:00:00 AM
  - Ending at:** 11:59:59 PM
- Duration:**
  - Start date:** 4/27/2014
  - End date:**  4/27/2014
  - No end date:**
- Summary:**
  - Description:** Occurs every week on Sunday at 12:00:00 AM. Schedule will be used starting on 4/27/2014.
- Buttons:** OK, Cancel, Help

5. Select the specific tasks to perform. In this step, select **Back Up Database (Full)** task. Click **Next**.



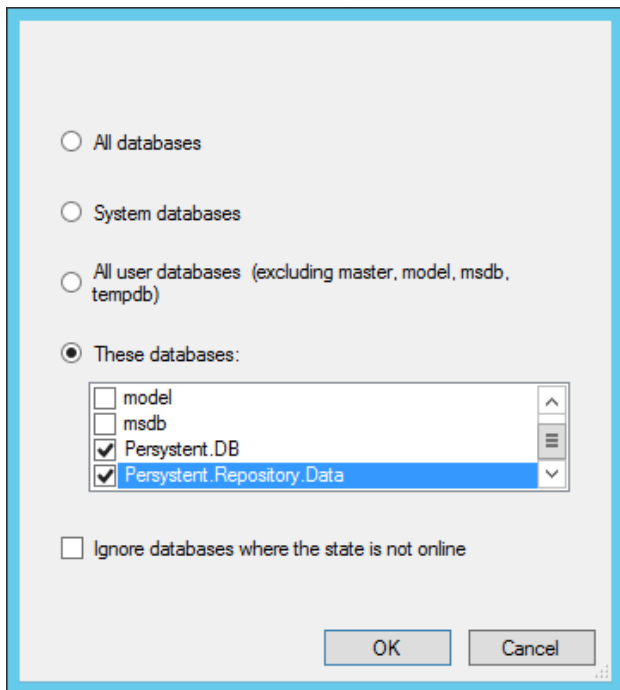
The screenshot shows the 'Maintenance Plan Wizard' dialog box, titled 'Select Maintenance Tasks'. The subtitle is 'Which tasks should this plan perform?'. Below the subtitle, it says 'Select one or more maintenance tasks:'. A list of tasks is shown with checkboxes: 'Check Database Integrity', 'Shrink Database', 'Reorganize Index', 'Rebuild Index', 'Update Statistics', 'Clean Up History', 'Execute SQL Server Agent Job', 'Back Up Database (Full)' (checked), 'Back Up Database (Differential)', 'Back Up Database (Transaction Log)', and 'Maintenance Cleanup Task'. The 'Back Up Database (Full)' task is highlighted in blue. Below the list is an information box with a blue 'i' icon and text: 'The Back Up Database (Full) task allows you to specify the source databases, destination files or tapes, and overwrite options for a full backup.' At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

6. Then select the order of tasks to run. Click **Next**.



The screenshot shows the 'Maintenance Plan Wizard' dialog box, titled 'Select Maintenance Task Order'. The subtitle is 'In which order should these tasks be performed?'. Below the subtitle, it says 'Select the order for the tasks to execute:'. A list box contains 'Back Up Database (Full)'. Below the list box are buttons for 'Move Up...' and 'Move Down...'. Below that is an information box with a blue 'i' icon and text: 'The Back Up Database (Full) task allows you to specify the source databases, destination files or tapes, and overwrite options for a full backup.' At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

7. Select the Specific Databases **Persystent.DB** and **Persystent.Repository.Data** in the dropdown menu, then click **OK**.



All databases

System databases

All user databases (excluding master, model, msdb, tempdb)

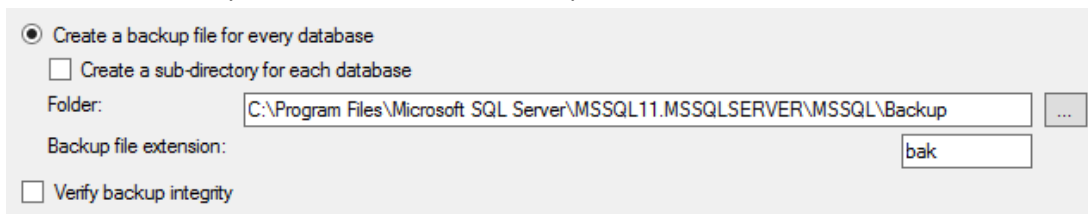
These databases:

<input type="checkbox"/>	model	^
<input type="checkbox"/>	msdb	≡
<input checked="" type="checkbox"/>	Persystent.DB	↓
<input checked="" type="checkbox"/>	Persystent.Repository.Data	↓

Ignore databases where the state is not online

OK Cancel

8. Select the directory in which to store the backup database. Click **Next**.



Create a backup file for every database

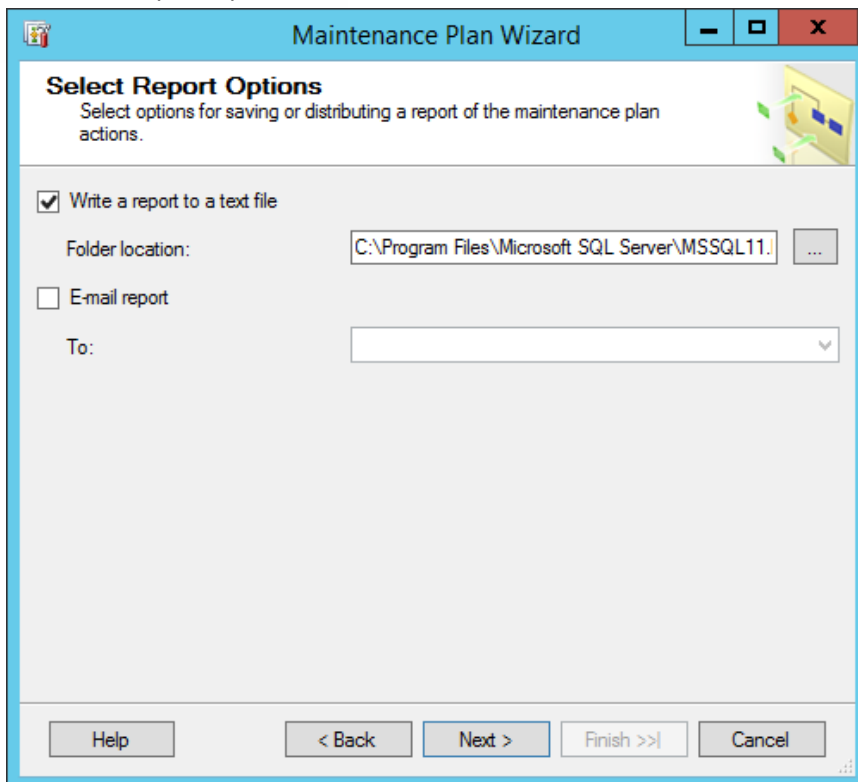
Create a sub-directory for each database

Folder:  ...

Backup file extension:

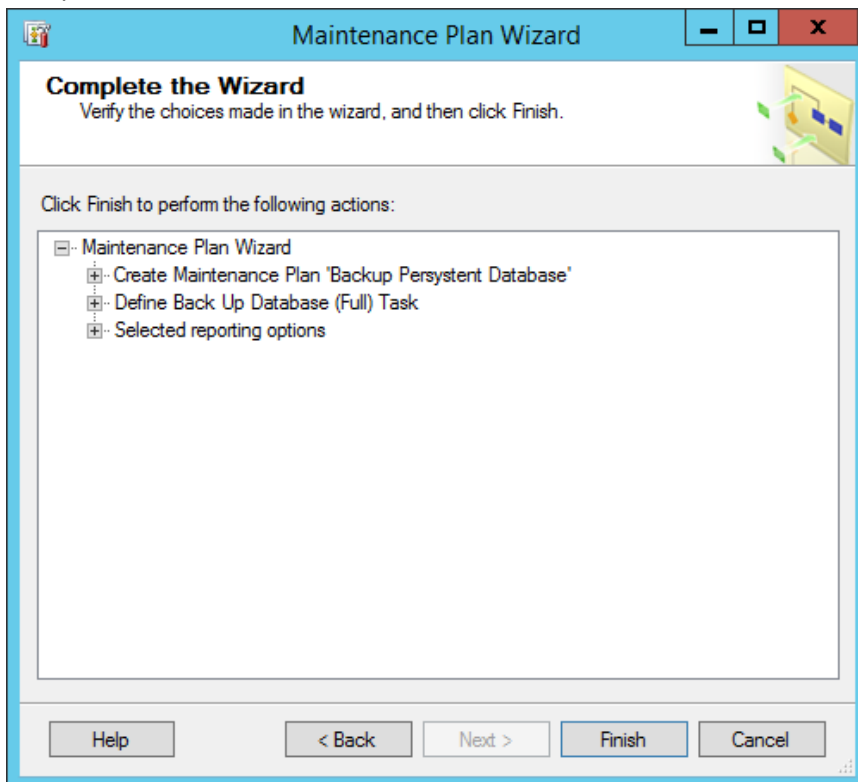
Verify backup integrity

9. Select the report options desired. Click **Next**.



The screenshot shows the 'Maintenance Plan Wizard' dialog box at the 'Select Report Options' step. The title bar reads 'Maintenance Plan Wizard'. The main heading is 'Select Report Options' with the instruction 'Select options for saving or distributing a report of the maintenance plan actions.' Below this, there are two options: 'Write a report to a text file' (checked) and 'Email report' (unchecked). The 'Write a report to a text file' option has a 'Folder location:' field containing 'C:\Program Files\Microsoft SQL Server\MSSQL11...' and a browse button (...). The 'Email report' option has a 'To:' dropdown menu. At the bottom, there are five buttons: 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel'.

10. Complete the Wizard. Click **Finish**.



The screenshot shows the 'Maintenance Plan Wizard' dialog box at the 'Complete the Wizard' step. The title bar reads 'Maintenance Plan Wizard'. The main heading is 'Complete the Wizard' with the instruction 'Verify the choices made in the wizard, and then click Finish.' Below this, it says 'Click Finish to perform the following actions:' followed by a list box containing three items: 'Maintenance Plan Wizard', 'Create Maintenance Plan 'Backup Persistent Database'', 'Define Back Up Database (Full) Task', and 'Selected reporting options'. At the bottom, there are five buttons: 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.



11. Ensure that the file location that the SQL database backups reside in are being backed up by your backup administrator.

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## Backing Up Shared Repository, Images, and Host Information

The following is a list of directories used in the Persystent Suite installation and what information is stored in each of these directories.

- **Program Files\Utopic Software\Server\RepositoryFiles** – location of all shared files. This will be the largest directory in your repository.
- **Program Files\Utopic Software\Server\ImageFiles** – location of all base image pointer files.

### Procedure Overview

The procedure to back up the repository including base images, client repair points, and backed up profiles is as follows:

- Copy the above folders to an alternate location on a network or another drive.
- Back up the copied files using desired back up application.

## UTOPIC

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